

CITY ATTORNEY

MISSION STATEMENT

It is the mission of the Burbank City Attorney's Office to provide prompt and thorough legal advice to the City Council, City officers and employees; to defend and pursue any and all litigation filed against or by the City of Burbank, Burbank Redevelopment Agency, Burbank Housing Authority, and City officers or employees acting within the course and scope of their official duties; and, to fairly and ethically prosecute all misdemeanors and infractions which are committed within the City limits on behalf of the People of the State of California.

DESCRIPTION

The City Attorney's Office is comprised of three divisions: Departmental Services and Administration; Litigation; and Prosecution. The office employs the City Attorney; ten support attorneys; one paralegal; one administrator; and six support staff members.

Appointed by the Council, the City Attorney serves as general counsel to the City Council, Burbank Redevelopment Agency, Housing Authority, Parking Authority and Youth Endowment Services (YES) Fund Board and is required to attend all meetings. The professional staff of the City Attorney's Office are well-versed in the specialized area of municipal law and related legal areas and provide the depth and breadth of experience and expertise necessary to provide a full range of legal services to the City, its officers and employees.

The Departmental Services staff provide legal support for all transactional matters, including agreements, preparation of resolutions and ordinances, legal opinions, assistance and legal representation to the City Council, Burbank Redevelopment Agency, Burbank Housing Authority all city departments and many boards and committees. The Prosecution Division prosecutes misdemeanor violations of State and local laws, and initiates criminal and Civil Code compliance actions. The Litigation Division of the City Attorney's Office represents the City, its officers and employees in legal actions brought by and against the City and its various related bodies. The City Attorney's Office continually strives to provide excellent and complete legal representation within the City's budgetary parameters.

Performance Measures have been provided to the City Council under separate cover.

OBJECTIVES

- Provide the highest quality legal support and response to questions and issues that arise at weekly City Council meetings.
- Continue to be proactively involved with other City departments on a daily basis in providing ongoing legal advice and counsel on a multitude of projects and subjects, and by attending meetings, hearings and participating in conference calls.
- Promote an "open door policy" throughout the City Attorney's Office by encouraging departments to communicate directly to an individual attorney with whom they regularly interact.
- Attempt to be active participants in the City Manager's "Team Approach" to problem solving and project management, which involves extensive collaboration, early issue detection and input from other departments.
- Continue to respond aggressively to all litigation and to provide semi-annual status reports to the City Council on all pending litigation.
- Continue to encourage staff to attend conferences and training to further enhance their expertise in specific areas of law.
- Prepare and review all routine resolutions, ordinances and agreements in a timely manner.
- Continue to review and update Burbank Municipal Code modifications and changes.
- Continue a high success rate in the prosecution of misdemeanor cases.
- Continue to facilitate the collection of all court ordered restitution for independent victims, as well as for City property and services.
- Ability to react immediately to volatile or emergent situations.

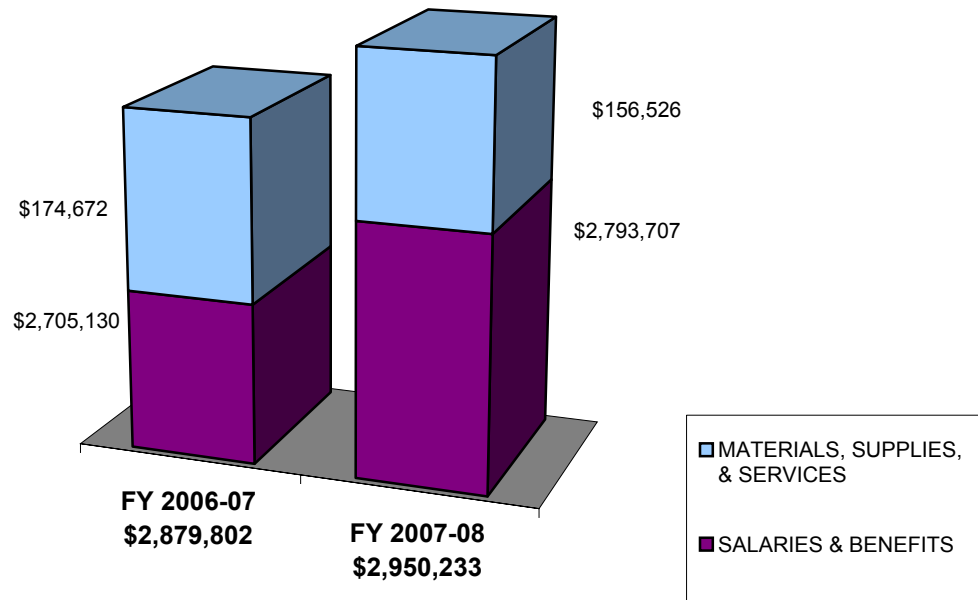
CHANGES FROM PRIOR YEAR

The City Attorney's office increased their Materials, Supplies and Services budget by \$12,500 this year for training purposes (\$10,000 of this amount is a one-time appropriation earmarked for diversity training).

DEPARTMENT SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	19.000	19.000	19.000	
Salaries & Benefits	\$ 2,412,611	\$ 2,705,130	\$ 2,793,707	\$ 88,577
Materials, Supplies, Services	228,668	174,672	156,526	(18,146)
TOTAL	\$ 2,641,279	\$ 2,879,802	\$ 2,950,233	\$ 70,431

CITY ATTORNEY *Department Summary*



Departmental Services and Administration Division

001CA01A

The overall goal of this division is to carry out the policies and directives established by the City Council. This Division provides legal opinions, prepares or reviews all resolutions and ordinances, drafts, negotiates, reviews and approves all contracts involving very complex transactions such as: Disposition and Development Agreements (DDA's), real property leases, sales and acquisitions, cable and telecommunications agreements, software purchasing and licensing agreements, golf course operations agreements, public works construction, and electrical services agreements. It reviews bond documents and coordinates with bond counsel, advises Boards, Commissions and City staff on Redevelopment and Housing matters, land use, personnel, contracts and leases. This division also handles all administrative functions of the City Attorney's Office, including personnel administration, and budget coordination. Many of the attorneys provide ongoing in-service training to various departments.

BUDGET HIGHLIGHTS

The Departmental Services and Administrative division training budget increased by \$2,500 this year. This will ensure that the City departments continue to receive the excellent and complete legal services the City Attorney's Office strives for.

DIVISION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	10.300	10.300	10.300	
Salaries & Benefits	\$ 1,409,728	\$ 1,574,260	\$ 1,625,800	\$ 51,540
Materials, Supplies, Services	164,658	159,423	137,765	(21,658)
TOTAL	<u>\$ 1,574,386</u>	<u>\$ 1,733,683</u>	<u>\$ 1,763,565</u>	<u>\$ 29,882</u>

Litigation Division

001CA02A

This division is responsible for representing the City, the Redevelopment Agency, and all City employees in litigation filed by and against the City and/or the Redevelopment Agency. These cases typically include multi-plaintiff and defendant federal civil rights suits, multi-plaintiff and multi-defendant employment discriminations suits, sidewalk trip and fall and other dangerous condition-type cases, auto accidents, construction dispute cases, and specialized litigation dealing with prominent public issues. We have also been involved in a number of cases relative to the purchase and sale of electricity and natural gas, including anti-trust litigation and several class action suits pertaining to environmental issues. This division also interacts proactively with various City departments to implement practices and policies which may prevent future or increased liability. The attorneys also provide ongoing training as part of this proactive approach to litigation prevention.

BUDGET HIGHLIGHTS

We were able to save budgeted monies on training for multiple departments by continuing to provide in-house service training.

DIVISION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	4.950	4.950	4.950	
Salaries & Benefits	\$ 594,496	\$ 717,944	\$ 740,233	\$ 22,289
Materials, Supplies, Services	55,262	8,313	10,321	2,008
TOTAL	<u>\$ 649,758</u>	<u>\$ 726,257</u>	<u>\$ 750,554</u>	<u>\$ 24,297</u>

Prosecution Division

001CA03A

This Division prosecutes City ordinance violations, as well as misdemeanor violations under State law, including Penal, Vehicle, Health & Safety, and Burbank Municipal Codes. The Prosecution Division is also responsible for processing court-ordered restitution collected for victims. Staff assigned to this Division routinely train and coordinate with both the Burbank Police Department and the Burbank Superior Court which greatly enhances the filing and prosecution of criminal cases.

BUDGET HIGHLIGHTS

The Prosecution Division is the only division producing revenue for the City Attorney's Office by collecting the Restitution Administrative Fee. This fee is paid by criminal defendants to the City, essentially offsetting some of our costs of collecting restitution.

DIVISION SUMMARY

	EXPENDITURES 2005-06	BUDGET 2006-07	BUDGET 2007-08	CHANGE FROM PRIOR YEAR
Staff Years	3.750	3.750	3.750	
Salaries & Benefits	\$ 408,387	\$ 412,926	\$ 427,674	\$ 14,748
Materials, Supplies, Services	8,748	6,936	8,440	1,504
TOTAL	<u>\$ 417,135</u>	<u>\$ 419,862</u>	<u>\$ 436,114</u>	<u>\$ 16,252</u>

Departmental Services and Administration Division

001CA01A

	EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS	10.300	10.300	10.300	
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 1,088,425	\$ 1,214,869	\$ 1,238,085	\$ 23,216
60006 Overtime	4,108			
60012 Fringe Benefits	312,707	354,903	383,227	28,324
60022 Car Allowance	4,488	4,488	4,488	
	1,409,728	1,574,260	1,625,800	51,540
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62170 Private Contractual Services	\$ 4,030	\$ 6,000	\$ 6,000	
62170.1002 Telecom & Cable Negotiations		30,000		(30,000)
62300 Special Departmental Supplies	1,306	109	109	
62310 Office Supplies	16,570	7,653	7,187	(466)
62425 Library Resource Materials	45,430	33,047	33,047	
62440 Office Equip Maint & Repair	95	370	370	
62455 Equipment Rentals	4,916	5,520	5,720	200
62700 Memberships & Dues	6,341	6,705	6,855	150
62710 Travel	5,051	4,000	2,000	(2,000)
62755 Training	4,757	6,000	10,500	4,500
62755.1001 Training - Diversity			10,000	10,000
62895 Miscellaneous	4,048	1,480	1,480	
NON-DISCRETIONARY				
62220 Insurance	35,842	25,656	25,656	
62241.1000 Print Shop	99			
62485 F535 Comm Equip Rental	16,698	12,616	13,853	1,237
62496 F537 Computer Equip Rental	19,475	20,267	14,988	(5,279)
	164,658	159,423	137,765	(21,658)
PROGRAM TOTAL	\$ 1,574,386	\$ 1,733,683	\$ 1,763,565	\$ 29,882

Litigation Division

001CA02A

		EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS		4.950	4.950	4.950	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 462,244	\$ 556,966	\$ 566,605	\$ 9,639
60006	Overtime	228			
60012	Fringe Benefits	132,024	160,978	173,628	12,650
		594,496	717,944	740,233	22,289
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62055	Outside Legal Services	\$ 46,057			
62140	Special Services	2,656	2,639	2,755	116
62310	Office Supplies	19			
62755	Training	1,256			
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	5,274	5,674	7,566	1,892
		55,262	8,313	10,321	2,008
PROGRAM TOTAL		\$ 649,758	\$ 726,257	\$ 750,554	\$ 24,297

Prosecution Division

001CA03A

		EXPENDITURES FY 2005-06	BUDGET FY 2006-07	BUDGET FY 2007-08	CHANGE FROM PRIOR YEAR
STAFF YEARS		3.750	3.750	3.750	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 308,124	\$ 309,304	\$ 316,866	\$ 7,562
60006	Overtime	228			
60012	Fringe Benefits	100,035	103,622	110,808	7,186
		408,387	412,926	427,674	14,748
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62060	Prosecution Assistance	\$ 1,337	\$ 200	\$ 200	
62140	Special Services	2,643	2,721	2,721	
62310	Office Supplies	88			
62755	Training	921			
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	3,759	4,015	5,519	1,504
		8,748	6,936	8,440	1,504
PROGRAM TOTAL		\$ 417,135	\$ 419,862	\$ 436,114	\$ 16,252

CITY ATTORNEY
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2005-06	STAFF YEARS 2006-07	STAFF YEARS 2007-08	CHANGE FROM PRIOR YEAR
CITY ATTORNEY	1.000	1.000	1.000	
CHIEF ASST CITY ATTY	1.000	1.000	1.000	
SR ASST CITY ATTY	6.000	6.000	6.000	
ASST CITY ATTORNEY	2.000	2.000	2.000	
DEPUTY CITY ATTORNEY	1.000	1.000	1.000	
LITIGATION PARALEGAL	1.000	1.000	1.000	
ADM LEGAL SECRETARY	1.000	1.000	1.000	
LEGAL SECRETARY	5.000	5.000	5.000	
LEGAL SECTRL CLERK	1.000	1.000	1.000	
 TOTAL FULL TIME	19.000	19.000	19.000	
 TOTAL STAFF YEARS	19.000	19.000	19.000	